

# On Course



Issue 3

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## HPFD: New tools for new Opportunities

A new career management system designed to give the tools and information Sailors need for increased opportunity and professional development will be piloted here at NPC in starting in late July.

The new Human Performance Feedback and Development System (HPFD) was designed and developed by the Navy Personnel Command in support of the CNO and CNP's Guidance for 2003 to revolutionize the way Sailors are mentored and grown professionally and personally in the 21<sup>st</sup> Century.

"We wanted to provide our people with the best - a world-class human resources management system that not only meets but exceeds the most sophisticated systems used currently by Fortune 500-level organizations," said LCDR Mark Bourne, Navy Personnel Command Research Psychologist.

Bourne said that the new system was developed through teamwork with the fleet as well as exhaustive research of the best models in business and government.

"The HPFD system will continue to support the counseling demands of the current Fitness Report and Evaluation program while changing the means and expectations of counseling," said Bourne.

Counseling will be used to encourage professional growth appropriate for their current position. The type of counseling given depends upon if

the member is a supervisor or non-supervisor. It is not based on pay grade.

"The idea is to put counseling and mentoring into a Sailor's life in realistic, comprehensible terms." This allows for graduated growth instead of overwhelming a Sailor with many areas in need of growth. The supervisor and Sailor can take it slowly," said Bourne.

The new system provides counseling based on the date a Sailor reports to a new command. Sessions are held at 30 days, 90 days, 180 days and 270 days. The 180-day session is for the record. Documenting the session in the Sailor's record will provide continuity in their professional development, rather than developing a new plan every time the Sailor changes commands. All others are informal in nature and are not required to be documented but can be. The documentation will be placed electronically in the Navy Standard Integrated Personnel System.

"When the supervisor and Sailor hold each counseling session they can draw up a plan to follow with reasonable expectations of the Sailor with specific goals to be met. Both will understand what the goals are and how success is to be measured," said Bourne.

"This close attention will have afforded both a full understanding of where the Sailor stands and what

## Task Force Uniform Survey

Don't miss your chance to participate in a survey designed to obtain the Fleet's perspective on the sea bag and uniform regulations.

All ranks, genders, specialties and geographic locations are encouraged to provide input.

Visit [WWW.BOL.NAVY.MIL](http://WWW.BOL.NAVY.MIL) by July 8 to express your views.

## Recent NAVADMINs

- 172/03** Pharmacy Officer Special Pay and Optometry Retention Bonus
- 165/03** 5 Vector Model Beta
- 162/03** FY-03 Enlisted Early Transition Program
- 160/03** Reduction in Enlisted E-4 High Year Tenure Limits
- 159/03** Selective Reenlistment Bonus Adjustment
- 154/03** Task Force Uniform
- 143/03** Increases to Hostile Fire-Imminent Danger Pay and Family Separation Allowance
- 139/03** Good News You Can Use Update

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## HPFD...

*Continued from page 1*

their supervisor's expectations of them are," said Bourne.

Continual assessment of Sailors allow for constant growth throughout the year. Since the counseling system is not linked to performance appraisal, a threat-free environment is established.

"The goal is to design a plan that provides the maximum opportunity for the Sailor to grow and be successful in the current job and career, while providing the Sailor with honest feedback in a non-punitive environment" explained Bourne.

Further information on HPFD will follow in the coming weeks. For questions or further details, contact the NPC Customer Service Center at 1-866-U-ASK-NPC or e-mail: [csc@persnet.navy.mil](mailto:csc@persnet.navy.mil)

### **Early Transition Option Offered to Some Sailors**

From Chief of Naval Personnel Public Affairs

WASHINGTON (NNS) — Sailors planning on separating from the Navy before the end of this fiscal year now have the option to do so up to six months early under a recently announced Enlisted Early Transition Program.

The program is voluntary and applies to active-duty Sailors (USN, USNR, Training Administration Reserve (TAR) and CANVASSER recruiters) serving in selected ratings. It is designed to give those who have already decided to leave the Navy more time to prepare for civilian life.

Sailors can begin submitting requests for early separation now. Commanding officers retain final approval authority for early separations up to 90 days before EAOS (end of active obligated service). Requests for early separation between 91 days

and six months prior to EAOS (if EAOS falls on or before March 15, 2004) will be approved by the Navy Personnel Command, but must include a favorable endorsement by a Sailor's commanding officer.

"This is a strictly voluntary program, aimed mainly at those Sailors who've already made the decision to move on to their next career, and are not in a critical rating," said Master Chief Petty Officer of the Navy (SS/AW) Terry D. Scott. "Under Perform-to-Serve, these early separations will help open up

ing family insurance. Per NAVADMIN 281/01, all dual military couples are to report to the closest ID Card issuing facility and register their spouse as "spouse but not dependent". Failure to register a military spouse will result in indebtedness to the government for the entire amount of premiums owed. Both servicemembers will be billed soon after one of them re-enlists, retires, separates or dies.

If you do not want spouse coverage, you must fill out a form SGLV-8286A. You must hand write "I DO NOT WANT COVERAGE FOR MY SPOUSE AT THIS TIME". Make sure the form is signed, dated and the witness signs and dates the form. The witness is certifying your signature so all dates should be the same. The DMDC clerk at PSD will then make the change and file the form in your service record. It is recommended that you maintain a copy for your personal records.

Since inception in November 2001, 209 spouse and 374 children claims have been paid. Discuss your protection requirements with your family and make the best decision based on your situation.

to specify reasons for requesting early separation.

For more information, refer to NAVADMIN 162/03 available now on the Web at [www.bupers.navy.mil](http://www.bupers.navy.mil).

## Understanding FSGLI

Have you wondered about the eligibility and benefits of FSGLI, but just didn't know where to get the information? You're not alone, and the following should help:

The Office of Servicemembers Group Life Insurance (OSGLI) offers Family Servicemembers Group Life Insurance (FSGLI). Spouses may be insured up to \$100,000.00, and each child for \$10,000.00. Spouse coverage is provided at a cost to the member and premiums are dependent on the spouse's age. Qualifying children are covered free to the member as long as they maintain SGLI coverage at some level.

Military married to military automatically have both SGLI and FSGLI for a total coverage of up to \$350,000.00 each. This will stay in effect until one or both service-members sign form SGLV 8286A declining

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***Trying to make a sound career decision and can't find the latest hard copy of Link-Perspective? You can find it easily on the web. Just go to: <http://www.bupers.navy.mil/periodicals>***

## Talking Points

### Early Transition Option Offered to Some Sailors

- Enlisted Early Transition Program gives Sailors option to separate six months early prior to the end of this fiscal year.
- Designed to enable those Sailors who have already decided to leave the Navy more time to prepare for civilian life.
- Requests may be submitted immediately (refer to NAVADMIN 162/03 for specific information).
- Strictly a volunteer program.

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### FFSC Provides A Helping Hand

Are you in a bind and you need help with procuring food and furniture for your family? The Fleet and Family Service Center can help you. Their Relocation Assistance Program provides aid to Navy officers, Sailors and their families.

For more information, email the FFSC headquarters at [mill\\_ffsp@navy.mil](mailto:mill_ffsp@navy.mil) or call the center's 24-hour information and referral hotline at 800-FSC-LINE.

## Town Hall Meetings Q & A's

### The following are compiled questions and answers from the recent Town Hall Meetings:

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#### The Effects of the Reorg on Temporary/Term Employees

##### **1. Will the temps become permanent in the realignment process?**

It is possible that some of the temporary positions could be converted to permanent. At this point we are uncertain. Several factors contribute to our uncertainty...FY04 and beyond budget and a fresh look at the kinds of skills we will need in the future.

It is important to remember that the incumbent of a position is not automatically converted to a permanent appointment from a temporary appointment due to management determining the position should be permanent. We have two categories of employees on temporary appointments (1) those appointed from the Office of Personnel Management (OPM) certificate who generally have no prior federal work experience/have no appointment eligibility (no status) and (2) those who are eligible to work due to a special noncompetitive appointment authority (have status).

Temporary employees with status may be considered for conversion to a permanent appointment while those with no status must compete through the Office of Personnel Management process for conversion to permanent appointment.

There are also several special placement programs, which come into play during the filling of a position, which may affect manage-

ment's selection. Some of the current special placement programs include DoD Priority Placement Program (PPP); Interagency Career Transition Assistance Program (ICTAP); Repromotion Eligibles; and Priority Consideration Eligibles.

##### **2. Will there be an opportunity to advance or be promoted in this process?**

Critical positions that become vacant will be filled. Eligible employees will be allowed to compete for these positions and may receive a promotion or advancement as a result of these vacancies.

##### **3. What are the benefits for the temp employees in this realignment process? What are the incentives when you are trying to make more money to better support your family?**

Temporary appointments are non-status appointments for a specified period of time and are intended to meet legitimate non-permanent staffing needs. Examples of appropriate use of temporary appointments are staffing continuous positions when future funding is uncertain or when the activity will be reorganized.

##### **4. What will happen to the term personnel? When our contract is done do we just not come to work anymore?**

We will work to let you know as soon as possible what your status will be come 30 SEP.

This all really has to deal with budget issues that fund these temp positions and since our budget is not firmly set yet, we really can't answer these questions.

**5. These terms and temps are 30-40% of my department's work force. If all of these individuals are not re-hired, my office's productivity is going to drop 30-40%.**

We will look at your ability to perform your mission and work with you to obtain proper staffing within budget constraints.

**6. If positions are left, are people going to be able to step up and into those jobs.**

If the position is determined to be a critical billet and we have the money to support that billet, then we plan to recruit and fill these positions.

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## **CHANGES TO OVERALL STRUCTURE**

**1. Will we be faced with downgrades as people are moved out of a supervisory position?**

We are not anticipating downgrading any positions. If this does occur, we would elect to wait for a vacancy in this position to occur and then make changes at that time.

**2. What exactly is "leadership" and their positions? GS-7 and above?**

"Leadership" means supervisory positions as they relate to the duties of the positions specifically, not the paygrades of the positions.

**3. Will there be upgrades to positions? Will there be competitions among employees for billets or will people be placed in these open positions?**

If a position is upgraded, it will be reviewed separately to determine if it is an exception to competitive merit promotion procedures and/or the

DoD Priority Placement Program (PPP) using the guidance of the servicing HRO. HRONOLAINST 12335.5 of 25 Nov 94 is available for review at [www.hro.nola.navy.mil](http://www.hro.nola.navy.mil).

**4. When will we see the shift to a new supervisor if we're doing the same job?**

We are hoping for 1 OCT once we get the formal organizational structure set.

**5. With all the changes that we're going through, how will that affect the civilians in their grades? What happens if you don't match? Will certain positions be upgraded?**

We are anticipating the vast majority of series and grades of positions to remain unchanged. We anticipate that only 20 percent of position descriptions will have to be rewritten.

The organizational structure will be set based on functions and processes and once those are established, then the PD's will be reviewed to determine if they are accurate. We will work diligently to find you a "match".

**6. You mentioned that this will not be a RIF for civilians – will it be for the military positions/billets here?**

No, not intentionally. However, if after analysis it's determined that a certain military billet is no longer required after the reorganization, we'd have to look at that.

**7. If you are a team leader how will the ratio change affect us?**

There should be no effect on team leaders since these positions are already considered to be non-supervisory positions.

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## **CIVILIAN PAY SYSTEM**

**1. There's an article describing how the Pentagon will be changing how the civilian force is paid. How will our reorganization affect that?**

DoD leadership has proposed far-reaching reform in the way civilians are evaluated, rewarded, and developed. There is a much greater emphasis on pay-for-performance. We will keep you informed of developments.

**2. When will we have the details to ensure that the organizational changes are updated in the Civilian HR and pay systems.**

We anticipate that these changes will take place in the October timeframe. We currently have this listed as a critical step in the NPC Reorg POAM.

**3. When will the budget issues be resolved so that we will know when we have a job?**

We continue to work our budget issues and should have an idea of our FY04 budget by the end of August.

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## **THE EFFECTS OF THE REORGANIZATION ON POSITION DESCRIPTIONS**

**1. What is going to happen if your position description does not accurately describe what you do?**

We realize the freeze on classification actions has impacted the re-writing of positions descriptions, but we felt that re-writes and classifications would be futile during the NPC reorganization. Once the organizational structure is finalized, each

position description will be reviewed for accuracy. Specific implementing guidance regarding submission of impacted PDs will be issued to assist in the proper method to update the position description. The NPC Administrative Manual provides guidance regarding the classification program as well.

**2. How are our grades going to change and when are we going to be told this so that PD's may be rewritten?**

We are anticipating the vast majority of series and grades of positions to remain unchanged. We anticipate that only 20% of PD's will have to be rewritten. We cannot know what the exact impact will be until the complete organization has been identified, billets placed and then duties identified and assigned to a position.

Subordinate positions have to be classified before supervisory positions in order to determine the appropriate grade level of the supervisory work. Only then will we be able to determine the impact on supervisory level positions.

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**THE REORGANIZATION'S  
IMPACT ON THE FLEET**

**1. How do we advertise to the Fleet who we are if we change our codes? How are we going to tell the Fleet about our reorganization?**

Our reorganization efforts should be largely transparent to the Fleet. We do want to convey to the Fleet that the services we provide them will be improved due to our reorganization. We will do this through Strategic Comms.

**2. I work in a code that has gone through several code changes in**

**the past three or four years. Will there be something sweeping and official that will be sent out so that all will know what our proper codes and addresses will be?**

Simple answer is yes. If some codes are changed, we will send out a general message to the fleet, indicating so.

**3. From the Call Center, we work with SME's to get the answers. How and when will I know how to get this info on the reorganization out to the fleet so that they call properly direct the people?**

You should have no trouble. The code should stay the same, yet a small number of phone numbers may change. By 1 OCT we hope to know where and when people will move and by 31 DEC everyone should be in place.

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**IT SUPPORT**

**1. Every time we have reorg'd in the past we have lost our IT support. What is going to happen to our IT support this time?**

If you have been doing IT kinds of work in the past in separate areas, you will now become part of a central IT environment.

A central IT group will deliver services to NPC. This group will be focused on meeting NPC customer needs and not concerned with IT policy/budget issues, so they will be focused on serving you. Policy and budget will be performed at the CIO or Claimancy Level. They should better be able to focus on fewer functions.

**2. Have all of these IT moves been identified? When are we going to be brought out of the closet?**

No. We are working now to identify what IT work must be done by the CIO (Claimancy) and what belongs at NPC. Then we will determine what positions are needed for each group. Finally, we will determine what people need to move organizationally to fill these needs.

**3. When physical moves take place there are always disruptions in NMCI support. Is this going to occur?**

We hope to move only essential people because we incur considerable expense to move people.

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**BUPERS CLAIMANCY ISSUES**

**1. How are the HR folks going to be split into the Millington folks and the BUPERS claimancy box?**

These will be two separate offices. HR here at NPC is executional (day-to-day) whereas BUPERS claimancy will be more policy-related.

**2. Can you clarify the distinction between claimancy and non-claimancy work?**

NPC level work focuses on supporting the mission of NPC, NPC Detachments, and subordinate commands. NPC responsibilities generally focus on the execution of duties for the command/subordinate commands.

BUPERS claimancy level work focuses on supporting all activities that fall under CNP. These activities include CNRC, Washington DC resources, as well as, NPC commands and resources.

Claimancy responsibilities generally focus on establishing policy/guidance and providing oversight.

## **NPC AND PERIPHERAL ORGANIZATIONS**

**1. I have seen that EPMAC and NRPC are listed under the Career Management Pillar and I am not sure why – are they going to fall under NPC?**

For now, EPMAC and NRPC will remain as Echelon 4 activities reporting to CNPC. But, they were placed under Career Management since that is clearly the function they serve.

**2. Detailers work hand in hand with folks at EPMAC and have heard that they are going to be moving here to Millington – is that true?**

Yes, we believe their move would make sense functionally and financially. However, there are other stakeholders involved, and this remains a sensitive issue. We are unsure when or if this move will occur.

**3. How does this reorganization fit in with Commander Naval Installations (CNI)?**

On 1 OCT, a new command will be established to run all naval facilities. The debate continues as to how these CNI institutions will affect NPC functions.

We anticipate no changes in 2004 and we will be looking what will change in FY05 and beyond.

## **MISCELLANEOUS QUESTIONS**

**1. How will our reorganization affect the BSC for our Sailors?**

Billet Sequence Codes (BSC) will change under the new organizational structure. The structure that will be

in place by October will better tell us how our BSC's will be changed.

**2. I have never seen a Navy organization where the JAG does not report to CNPC directly. There are too many issues for the lawyer to not have a direct connection to the CNPC.**

You are right – there are very few commands where this occurs. Our reorganization reflects a new, more business-like way of operating NPC. We believe this change and many others offer improved services to the fleet and internally. If any element of this reorg fails to meet our expectations, we will change it.

**3. Will Pers-4 and Pers-8 be dual-hatted?**

We have tried to align positions that have similar processes and functions. We have also realigned within the pillars themselves. So what you will find will be divisional break-outs within each pillar. Again, we could make this clearer if we addressed the fact that old org codes/titles/structures will be revisited and realigned as needed to more effectively perform the mission of the Career Management, Fleet Support and Business Operations Departments.

**4. Will RADM(Sel) Purcell be both Pers-6 and FS?**

Yes, Fleet Support will become an integrated collections of functions that were once PERS-6, CCD, and others.

**5. From my point of view as a new Sailor, there seems to be a high level of cynicism in the reorganization with respect to the Navy Band.**

Without a Navy Band in our Fleet we would lose a significant amount of military tradition and customs. The Navy Band is here to stay, I'm in charge of your billets and I promise you that I will keep you here.

**6. We have both NPC and Claimancy ... are they (NPC) going to get a separate comptroller?**

The NPC Comptroller will be Capt Berube, the head of the Business Operations pillar. The BUPERS Claimancy Comptroller will be Mr. Chambers.

**7. Are all budget analysts going to be herded into one section and who will choose that?**

Mr. Chambers/Capt Berube will work to allocate personnel assets among BUPERS Claimancy and NPC.

**8. Are all selection boards going to one area, regardless of their nature?**

All selections Boards will be consolidated under the Career Management Pillar. However, further analysis/discussions will reveal how CM will internally realign this process.

**Not sure how to assist a customer from the fleet?  
Refer them to our Customer Service Center at  
866-U-ASK-NPC or  
[www.staynavy.navy.mil](http://www.staynavy.navy.mil)**